

300 Hour Reflexology Certificate: Autumn 2022 Program

The Barefoot Dragonfly LLC
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Amy Kreydin, Owner and Instructor

Certified Reflexologist, 2004

Board Certified Reflexologist, 2006

Clinical Aromatherapist, 2011

Aromatic Medicine Diploma, 2016

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Introduction

Dear Prospective Student,

Welcome to The Barefoot Dragonfly LLC's 300 Hour Reflexology Certificate Program. Thank you for considering my Reflexology program in order to gain the skillset, knowledge base, and quality of training that will prepare you for a rewarding career in the Reflexology profession. It is a privilege to train the next generation of Reflexologists and I am honored that you are seriously considering studying with me. My commitment to students is to present a complete and comprehensive certification program that gives them a foundation in science, instills the art of applied reflexology, offers a holistic view of the body's innate healing abilities, as well as passing on business skills necessary to launching a reflexology practice.

This 300-hour certification program prepares the aspiring student to become a qualified practitioner in the health and wellness field of Reflexology. Lessons are delivered using a combination of live lectures through videoconference software Zoom, and hands-on training here in the Austin, Texas studio. This hybrid format allows theoretical lessons to be delivered online, while the technique and practical portion of the studios are delivered in-person. Class sizes are offered to a minimum of four (4) registrants and a maximum of eight (8) to ensure hands-on monitoring for each attendee.

When the student has satisfactorily completed all of the requirements of the full course of study – including attending all live lectures, practicums, turning in all evaluations, and completing the final exam – the graduate is awarded a certificate of completion. A graduate of the 300-hour certification program will be qualified to apply for board certification through the American Reflexology Certification Board and for professional level membership through the Reflexology Association of America.

My experience working as a professional reflexologist in private practice for 18 years continues to inform curriculum. The Autumn 2022 Program will be my 11th batch of students and I am honored that you are considering this program.

In Health,

Amy Kreydin
The Barefoot Dragonfly LLC

Location and Facilities

The Barefoot Dragonfly LLC has a dedicated studio located within the private dwelling of Amy Kreydin, at 7601 Pheasant Rock Road, Austin, Texas 78729. Classroom space is equipped with reflexology practice equipment, linens, charts, library, and teaching materials.

About Reflexology

Reflexology is a gentle bodywork modality that encourages the body towards homeostasis in all physical and energetic systems. Primary benefits include deep relaxation, improved circulation, and an enhanced sense of well-being. This non-invasive modality has been studied in hospitals, clinics, and labs across the globe.

In this program I teach the reflex maps as a microcosm of the whole – the entire body mirrored on maps found in the feet, hands, and outer ears. Reflexology-specific stimulation is applied using finger, thumb, and knuckle techniques to these maps to encourage balance in each organ, gland, and part affected. Reflexology is not a fancy term for foot massage, it is a self-regulating modality recognized by the National Institutes of Health under the National Center for Complementary and Integrative Health (NCCIH).

As a wellness modality, Reflexology's popularity has grown in recent years through word-of-mouth, attention by the press, television segments, and through social media. Some states have instituted professional guidelines in the form of registration or licensure of professional reflexologists. At this time the state of Texas considers the modality of Reflexology to be exempt from massage licensure. The National Council for Reflexology Educators (NCRE) recommends a baseline curriculum of 120 hours of education. The American Reflexology Certification Board (ARCB) offers board certification to those who have received a minimum of 110 hours of education and pass their written and practical exam. To practice as a reflexologist in another state I advise you check with your state's Department of Health or Licensing Department for their rules and regulations. Some states regulate reflexology while others do not.

Reflexologists can choose a full or part time career, either in private practice for themselves or working as an employee or independent contractor in a medical clinic, salon or spa, senior center, or onsite for a business. After completing this program, graduates are prepared to embark on their career, offering reflexology to their community.

Salaries for reflexology are similar to that of massage therapists and other bodyworkers. Salary.com estimates the average bodyworker in Texas in April 2022 is \$48,190-\$61,840. The U.S. Bureau of Labor Statistics reports the 2021 national median pay for bodyworkers was \$46,910. They predict the job outlook for growth rate from 2020 to 2030 is 32%, all occupations have predicted growth of 8%.

Admissions Policies and Procedures

Application

Students applying for admissions to The Barefoot Dragonfly LLC 300 Hour Reflexology Certificate Program must be at **least 18 years of age**.

Applicants must request a Reflexology Student Application appointment at least one month prior to enrollment date. Late requests will be considered on a case-by-case basis. Application appointments can be requested through the student portal, Monday through Friday between the hours of 10am and 5pm, Central time zone. Incomplete application forms will need to be corrected and resubmitted prior to appointment. A **\$50 Non-Refundable Application Fee** is required at time of appointment request.

Admission Decisions

The Barefoot Dragonfly LLC makes decisions on admissions based upon the academic aptitude, professional desire, and the potential to succeed in the reflexology profession that could be provided to the student through the 300 Hour Reflexology Certificate Program. The Barefoot Dragonfly LLC does not discriminate on the basis of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age.

Enrollment Agreement

Once a student has been admitted to the 300 Hour Reflexology Certificate Program at The Barefoot Dragonfly LLC, they will sign the Enrollment Agreement. This document states that the student has been informed of the program policies and that the student agrees to abide by the policies and pay the tuition for the 300 Hour Reflexology Certificate Program in which they are enrolling. **At the time the Enrollment Agreement is signed the student will give a tuition deposit of \$280.**

Tuition Cost

The tuition for the 300 Hour Reflexology Certificate Program is \$9.50 per contact hour for 240 contact hours or \$2,280. The student is financially responsible for purchasing the required textbooks through their preferred book retailer. No equipment purchase is required for this program but it is advised the student obtain reflexology equipment to conduct their case studies on their own time.

Payment of Fees

All tuition must be paid prior to starting classes. However, if a student has a hardship, the tuition can be divided into monthly payments. The initial \$280 deposit will have been paid upon enrollment; the balance of \$2,000 may be paid in payments. A 10% payment plan will be added to the amount owed after the first day of class.

Required Materials

The Barefoot Dragonfly LLC provides hand sanitizer and foot powder for practicum sessions but the student will also wish to obtain their own supply for practice sessions at home on household members. Arrowroot powder and cornstarch are popular reflexology mediums and can be found in the baking aisle at most supermarkets.

The following textbooks are required for the 300 Hour Reflexology Certificate Program:

- The Complete Guide to Reflexology, Second Edition by Ruth Hull, ISBN: 978-1-913088-11-8
- The Complete Guide to Reflexology Workbook by Ruth Hull, ISBN: 978-1-913088-14-9
- Anatomy, Physiology and Pathology, Second Edition by Ruth Hull, ISBN: 978-1-913088-05-7
- Anatomy, Physiology and Pathology, Second Edition Colouring and Workbook by Ruth Hull, ISBN: 978-1-905367-98-6.
- Stories the Feet Can Tell Thru Reflexology / Stories the Feet Have Told Thru Reflexology by Eunice Ingham, ISBN: 0961180439

To prepare for live lectures delivered via Zoom students will need:

- Internet-ready computer or tablet with speakers, microphone, and webcam;
- Zoom software installed on said computer or tablet – see <http://zoom.us>;
- Note taking aids while participating in the lecture is strongly recommended.

Refund and Cancellation Policy

Refund Policy

If a student cancels the enrollment agreement with thirty (30) days' notice, the refund shall equal the sum of all amounts paid by or on behalf of the student for the tuition, less a cancellation fee of \$100.

If a student cancels the enrollment agreement on or before the first day of classes or fails to begin classes, the refund shall equal the sum of all amounts paid by or on behalf of the student for the tuition, less a cancellation fee of \$250.

If, after classes have commenced and before the end of 24 class hours, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 75% of the total tuition paid by or on behalf of the student for the program less a cancellation fee of \$100.

If, after 24 class hours, but prior to the end of 48 contact hours, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 25% of the total tuition paid by or on behalf of the student for the program, less a cancellation fee of \$100.

If a student withdraws, drops out, is expelled, or otherwise fails to attend classes following 48 contact hours, the student is obligated for 100% of the entire tuition and will receive no refund.

In the case of prolonged illness, accident, death in the family, or other extenuating circumstances that make it impractical to complete the classes, the student and The Barefoot Dragonfly LLC will negotiate a way for the student to join a later class to complete the program.

Refunds are made directly to the student or to the party paying on behalf of the student within thirty (30) business days from the official date of notification of withdrawal.

When computing refunds, the date of withdrawal shall be one of the following:

- The date on the expulsion notice if the student is expelled from the program; or
- The date The Barefoot Dragonfly received a written notice of withdrawal from the student; or
- When no written notice of withdrawal has been given, The Barefoot Dragonfly LLC shall use the last day of attendance as the date of withdrawal.

300 Hour Reflexology Certificate Program

The 300 Hour Reflexology Certificate Program is a total of 300 hours, offered over five learning units. This includes 120 hours of in-studio practicum, 120 hours of live lectures delivered via Zoom videoconference, and 60 hours of documented case studies performed independently (60, one-hour treatments done on clients). The final practicum will include a written and practical exam.

101 Introduction to Reflexology – 48 hours

24 hours lecture, 24 hours practicum, this learning unit covers origins, theories, forms of reflexology, indications, cautions, contraindications, structure and function of the foot and lower leg, foot assessment tools, sanitation and hygiene practices, client session documentation, body mechanics, reflexology techniques, and a 30 minute foot reflexology routine. Learning modules are as follows:

- Module 1: Origins and Theories of Reflexology – 4 hour lecture delivered via Zoom
- Module 2: Indications, Cautions and Contraindications – 4 hour lecture delivered via Zoom
- Module 3: Structure and Function of the Foot and Lower Leg – 4 hour lecture delivered via Zoom
- Module 4: Anatomical Locations of Reflexes – 4 hour lecture delivered via Zoom
- Module 5: Sanitation and Hygiene in the Reflexology Practice – 4 hour lecture delivered via Zoom
- Module 6: Session Documentation Part One – 4 hour lecture delivered via Zoom
- Module 7: Practicum Day One – 8 hour practicum in the Austin studio
- Module 8: Practicum Day Two – 8 hour practicum in the Austin studio
- Module 9: Practicum Day Three – 8 hour practicum in the Austin studio

102 Anatomy, Physiology, and Pathology – Body-Endocrine – 48 hours

24 hours lecture, 24 hours practicum, this learning unit covers the anatomy, physiology, and pathology of the body, integumentary, skeletal, muscular, nervous, and endocrine systems as they relate to the reflexology practice. Practicum modules identify body system reflex locations, reflex techniques, and routines. Learning modules are as follows:

- Module 1: The Body – 4 hour lecture delivered via Zoom
- Module 2: Integumentary System – 4 hour lecture delivered via Zoom
- Module 3: Skeletal System – 4 hour lecture delivered via Zoom
- Module 4: Muscular System – 4 hour lecture delivered via Zoom
- Module 5: Nervous System – 4 hour lecture delivered via Zoom
- Module 6: Endocrine System – 4 hour lecture delivered via Zoom
- Module 7: Practicum Day One – 8 hour practicum in the Austin studio
- Module 8: Practicum Day Two – 8 hour practicum in the Austin studio
- Module 9: Practicum Day Three – 8 hour practicum in the Austin studio

103 Anatomy, Physiology, and Pathology – Respiratory-Reproductive – 48 hours

24 hours lecture, 24 hours practicum, this learning unit covers the anatomy, physiology, and pathology of the respiratory, cardiovascular, lymphatic and immune, digestive, urinary, reproductive systems as

they relate to the reflexology practice. Practicum modules identify body system reflex locations, reflex techniques, and routines. Learning modules are as follows:

- Module 1: Respiratory System – 4 hour lecture delivered via Zoom
- Module 2: Cardiovascular System – 4 hour lecture delivered via Zoom
- Module 3: Lymphatic and Immune System – 4 hour lecture delivered via Zoom
- Module 4: Digestive System – 4 hour lecture delivered via Zoom
- Module 5: Urinary System – 4 hour lecture delivered via Zoom
- Module 6: Reproductive System – 4 hour lecture delivered via Zoom
- Module 7: Practicum Day One – 8 hour practicum in the Austin studio
- Module 8: Practicum Day Two – 8 hour practicum in the Austin studio
- Module 9: Practicum Day Three – 8 hour practicum in the Austin studio

104 Preparing for Practice – 48 hours

24 hours lecture, 24 hours practicum, this learning unit provides a foundation in business planning, continues session documentation skills learned in 101, covers injury prevention and self care practices, structure and function of the hand and lower arm and the outer ears. Practicum modules cover body mechanics, reflex techniques, a 30 minute hand reflexology routine, and a 10 minute ear reflexology routine. Learning modules are as follows:

- Module 1: Business Planning Part One – 4 hour lecture delivered via Zoom
- Module 2: Business Planning Part Two – 4 hour lecture delivered via Zoom
- Module 3: Session Documentation Part Two – 4 hour lecture delivered via Zoom
- Module 4: Practitioner Self Care – 4 hour lecture delivered via Zoom
- Module 5: Introduction to Hand Reflexology – 4 hour lecture delivered via Zoom
- Module 6: Introduction to Ear Reflexology – 4 hour lecture delivered via Zoom
- Module 7: Practicum Day One – 8 hour practicum in the Austin studio
- Module 8: Practicum Day Two – 8 hour practicum in the Austin studio
- Module 9: Practicum Day Three – 8 hour practicum in the Austin studio

105 Holistic Reflexology Approaches – 48 hours

24 hours lecture, 24 hours practicum, this learning unit covers Eastern medicine approaches to holistic care, and support for special populations. Practicum modules cover hot stone reflexology, meridian theory on the reflex maps, chakra and sens theory on the reflex maps. Learning modules are as follows:

- Module 1: Traditional Chinese Medicine and the Five Elements – 4 hour lecture delivered via Zoom
- Module 2: Traditional Ayurvedic Medicine and the Five Elements – 4 hour lecture delivered via Zoom
- Module 3: The Reflexology Wellness Plan – 4 hour lecture delivered via Zoom
- Module 4: Reflexology for the Oncology Client – 4 hour lecture delivered via Zoom
- Module 5: Reflexology for the Pain Management Client – 4 hour lecture delivered via Zoom
- Module 6: Reflexology for the Childbearing Year – 4 hour lecture delivered via Zoom

- Module 7: Practicum Day One – 8 hour practicum in the Austin studio
- Module 8: Practicum Day Two – 8 hour practicum in the Austin studio
- Module 9: Practicum Day Three – 8 hour practicum in the Austin studio

60 Case Studies

Students are responsible for documenting 60 hours of case studies outside of the classroom. Documentation of sessions are covered in Unit 101 and again in Unit 104 to prepare students to write accurate, concise, legible SOAP (Subjective, Objective, Assessment, Plan) notes using industry best practices. Students are responsible for sourcing their own case studies from their household members, circle of contacts, and the community at large. Case studies are designed to improve technique, build muscle memory, and aid in building confidence working with a wide client base.

Case studies can be submitted for review in one of two ways:

1. Via Google Docs shared access for the instructor to make comments and suggestions;
2. Via USPS mail or handed in at practicums.

Students are expected to turn in all of their case studies no later than six (6) months following the last practicum class. Hardship cases will be considered on a case-by-case basis for a potential extension of deadline.

School Policies

Attendance Policy

Students are expected to be present at scheduled class times as outlined in the Calendar. Classroom attendance is required for the 240 hours of instruction.

Students should request an excused absence for illness, conflict of schedule, or family emergency. Unexcused absences will count against students in the participation portion of the grade for each learning module. Students who miss more than 20 hours of classes may be dismissed for unsatisfactory attendance. Students will be expected to make up the work missed by the next class.

Transcripts will reflect the student's missed lecture and practicum hours and may no longer be eligible for membership with the Reflexology Association of America and board certification with the American Reflexology Certification Board.

Makeup hours are available in three ways:

1. Student retakes lecture or practicum in the next reflexology program – space depending; or
2. Student coordinates for private tutoring hours with Amy; or
3. Student attends elective lectures for lecture hours missed.

Tardiness Policy

Tardiness poses a difficulty for all the students and teacher as the class either cannot begin on time or the tardy student misses out on important class time. Therefore, time of tardiness will also contribute to the hours of absence and will count against the participation portion of the course grade. If unexcused tardiness and absences should total more than 20 hours, students may be dismissed for unsatisfactory attendance unless the instructor approves the extenuating circumstances.

Communication Policy

The Barefoot Dragonfly LLC expects that students will remain in communication via email, text messaging, group or private chat via the student portal, and voicemail at all times during the program. Changes in the schedule due to weather or other situations, class reminders, and other important communications are delivered via email, text messaging, group or private chat via the student portal, and/or voicemail. Students must be able to receive communication. Students who cannot attend classes or will be late for class must message the instructor via the student portal or text messaging to inform of the absence and its reason.

Graduation Requirements

Students must complete all 240 hours of classroom instruction and practicum experiences, pass all final exams, pay all tuition in full, and comply with all school policies. In addition, students must complete 60 hours of documented case studies performed independently (60, one-hour treatments performed on practice clients) and submit to the instructor for review within six months of the final practicum.

Code of Conduct

The Barefoot Dragonfly LLC expects students to behave in the mature and professional manner that they will need in their career in Reflexology. If students become disruptive in class or misuse email or student portal communications during the program, they may be subject to suspension or expulsion from the program.

Students are expected to maintain their studies at their current class level.

Students are expected to attend classes sober and not under the influence of alcohol, recreational drugs, or strong pain killers that will interfere with studies.

Students are expected to hold themselves to a high ethical standard and not commit academic misconduct such as cheating, falsification of case studies, and/or misrepresentation of homework assignments.

Students are expected to prevent cross-infection in practicums by covering exposed skin on the hands or feet, washing hands before and after practicum exercises and contact with mucous membranes (e.g. touching eyes, nose, or mouth), wearing a close-fitting protective mask or respirator that filters for a minimum of 94% of fine aerosols during practice sessions (e.g. American N95, Korean KF94, American KN95), and trimming/filing nails to appropriate length to avoid injuring classmates.

Virtual Classroom Etiquette

Students are expected to help maintain the integrity of audio and visual presentations when attending a live lecture videoconference so all attendees can enjoy the presentation.

Participants are expected to familiarize themselves with the available settings to disable video and/or mute microphone as needed. Accidents happen and occasionally a participant is unaware they are broadcasting audio and/or video of themselves or their environment to the classroom when they intended to disable audio and/or video.

In the event of unprofessional, disruptive, or obscene audio or visual input from participant the instructor will disable the participant's video and microphone. A participant may be banned from a live lecture if they are belligerent or hostile towards the instructor or classmates.

COVID-19 Policy

Evidence-informed practices are in place at The Barefoot Dragonfly LLC to reduce cross-infection in practicum classes. These practices include close-fitting masks/respirators, fresh air ventilation to reduce fine aerosol concentration, HEPA air cleaners to filter fine aerosols, outdoor snack and meal breaks, and EPA approved botanical disinfectants for fomite control.

Students are expected to wear aerosol protective face masks such as NIOSH-approved KN95 or N95, Korean KF94, or equivalent. Students may arrange for a face mask from the instructor prior to practicum class dates, a small assortment of sizes are kept on hand for different face shapes.

Students are expected to take a rapid COVID-19 test each morning of practicum classes and share their results in the group's message board. In the event of a positive test result the student will join the class via Zoom from the comfort of their hotel room while in isolation. Tutoring is offered at \$28.50/hour to help students hone techniques and routines in-person following a minimum of fourteen day recovery period. Tutoring can be split between 2 or more students and is scheduled at the instructor's availability.

Should the instructor test positive for COVID-19 the practicum will be delivered via Zoom, in which students are encouraged to pair up into teams in each other's hotel rooms to practice on each other. In the event of moderate to severe symptoms the instructor reserves the right to postpone the practicum until a later date.

Students are emailed a symptom wellness screening 24 hours prior to practicum and it is expected to be completed. Students who have recently had COVID-19 are expected to present two negative rapid antigen tests or be fourteen days from their first symptoms and positive test. Students are expected to avoid receiving reflexology from classmates if they have presented with a deep vein thrombosis (DVT) or other type of blood clot until they have been cleared by their healthcare provider for bodywork.

Class Schedule

Autumn 2022 Program Calendar

Unit 101

Zoom classes scheduled Wednesdays 8am-12pm Central - 8/17, 8/24, 8/31, 9/7, 9/14, 10/19

Practicum classes scheduled Thursday, Friday, Saturday, 9am-5pm Central – 10/27, 10/28, 10/29

Unit 102

Zoom classes scheduled Wednesdays 8am-12pm Central - 11/2, 11/9, 11/16, 11/30, 12/7, 12/14

Practicum classes scheduled Thursday, Friday, Saturday, 9am-5pm Central – 1/12, 1/13, 1/14

Unit 103

Zoom classes scheduled Wednesdays 8am-12pm Central - 1/18, 1/25, 2/1, 2/8, 2/15, 2/22

Practicum classes scheduled Thursday, Friday, Saturday, 9am-5pm Central – 3/2, 3/3, 3/4

Unit 104

Zoom classes scheduled Wednesdays 8am-12pm Central - 3/8, 3/15, 3/22, 3/29, 4/5, 4/12

Practicum classes scheduled Thursday, Friday, Saturday, 9am-5pm Central – 4/20, 4/21, 4/22

Unit 105

Zoom classes scheduled Wednesdays 8am-12pm Central - 4/26, 5/3, 5/10, 5/17, 5/24, 5/31

Practicum classes scheduled Thursday, Friday, Saturday, 9am-5pm Central – 6/1, 6/2, 6/3